



INDIANA ARTS COMMISSION

Connecting people to the arts

SAMPLE GUIDELINES

This program is funded by the Indiana General Assembly and the National Endowment for the Arts. Inform your communities and elected officials about the importance of public arts support to your organization and its activities.

**THIS APPLICATION WILL BE MADE AVAILABLE UPON REQUEST IN
LARGE PRINT, BRAILLE, AUDIO CASSETTE, OR OTHER FORMS TO
MEET SPECIAL NEEDS**



*The application is provided to you in Adobe Acrobat or Microsoft Word for Windows.
You may request a paper copy by contacting the IAC.*

Grant Program for Statewide Arts Service Organizations

Notice of Intent Deadline

February 1, 2005
11:59 p.m. EST

Documentation Deadline

March 1, 2005
4:30 p.m. EST

Application Deadline

March 1, 2005
11:59 p.m. EST

Grant Period

*Between
July 1, 2005 and
June 30, 2006*

150 W. Market St., Suite 618
Indianapolis, IN 46204
www.in.gov/arts
IndianaArtsCommission@iac.in.gov
317/232-1268 Voice
317/233-3001 TTY

TABLE OF CONTENTS

ABOUT THE INDIANA ARTS COMMISSION.....	Page 1
Members of the Indiana Arts Commission	
Long-term goals	
Grant making philosophy	
Conflict of Interest policy	
ABOUT THE GRANT PROGRAM FOR SWASOs	Page 2
Program description	
Grant amount	
Notice of Interest to Apply	
Application deadline	
Grant period	
Match requirement	
Who may apply?	
Program restrictions	
HOW TO COMPLETE AND SUBMIT AN APPLICATION	Page 4
Getting started	
Required submission	
Completing the form on your computer	
General instructions for submitting your application packet	
APPLICATION REVIEW PROCESS.....	Page 5
Staff review of submitted applications	
Advisory panel review	
How proposals are evaluated	
Commission action	
Reconsideration policy and appeal process	
WHAT HAPPENS AFTER A GRANT IS AWARDED?.....	Page 7
Notification of your grant award	
Acknowledgement and credit of public funding	
How to use the IAC logo and credit line	
Grant Agreement	
Project Modification form	
First grant payment	
Project changes and modifications	
Final grant report	
Second grant payment	
Records retention	
Monitoring	
CONDITIONS AND REQUIREMENTS.....	Page 11
Public Manifestation	
Civil Rights	
Drug Free Workplace	
Fair Labor Standards	
Disclosure	
NOTICE OF INTENT TO APPLY FORM.....	immediately following Page 12
APPLICATION FORM (including checklist)	white pages
APPENDIX A: GUIDELINES FOR IN-KIND INCOME AND EXPENSES	Page 24
APPENDIX B: SAMPLE BUDGET W/REQUIRED LINE ITEM DETAIL	Page 25
APPENDIX C: ACCESSIBILITY SELF-ASSESSMENT CHECKLIST	Page 26

ABOUT THE INDIANA ARTS COMMISSION

The Indiana Arts Commission (IAC), a state agency, was established in 1967 to increase the support, awareness, and outreach of the arts in communities across the state. The Commission administers and distributes funds for arts programs and services appropriated by the Indiana General Assembly and the National Endowment for the Arts (NEA). The agency's mission is to be a public catalyst, partner, and investor in the arts, and serve the citizens of Indiana by funding, encouraging, promoting and expanding the arts.

The agency is governed by a 15-member board of directors appointed by the Governor of the State of Indiana to four-year terms. The Commission's programs and services are supported by a professional staff and over 100 Hoosier volunteers. The Commission holds quarterly business meetings throughout Indiana, which are open to the general public for observation.

Members of the Indiana Arts Commission

Jim Bodenmiller, Chair, West Lafayette
Ronald J. Stratten, Vice Chair, Indianapolis
Joan David, Secretary, Evansville
Ms. Lee Marks, Exec. Committee, Shelbyville
William Hopper, Exec. Committee, Vincennes
Sandra Clark, Bloomington
India Cruse-Griffin, Richmond
Cindy Frey, Columbus

Judy Hess, Corydon
Cliff Lambert, Terre Haute
Jeannie Mirro, Fort Wayne
S. Leonard Pas, Eminence
Irene Smith-King, Gary
Richard Stifel, South Bend
Steven Tuchman, Indianapolis

Long-term goals

The Indiana Arts Commission has established four goals:

1. Maximize public and private resources for the arts.
2. Broaden the availability of and access to a wide range of artistic expressions.
3. Strengthen the capacity of arts providers artistically, financially, and administratively.
4. Increase awareness of the value of the arts, especially its importance as a vehicle for lifelong learning.

Grant making philosophy

The Indiana Arts Commission recognizes the importance of public financial support to sustain a wide variety of artistic disciplines and expressions within Indiana. Grants will serve as an incentive for developing and strengthening the capacity of communities to plan and implement quality arts activities. All funding decisions will be made in open processes that meaningfully involve citizens in decisions about how state and federal tax dollars will be used to support the arts in each region and statewide.

Conflict of Interest policy

The Indiana Arts Commission has a conflict of interest policy to assure the impartial distribution of state arts funding and services. (Contact the IAC to obtain a copy of the policy.)

ABOUT THE GRANT PROGRAM FOR STATEWIDE ARTS SERVICE ORGANIZATIONS (SWASO)

Program description

This program strengthens the capacity of arts providers and arts providing organizations by providing financial support to statewide arts service organizations, which offer high quality training and technical assistance services on a statewide or multi-regional basis, with special attention to arts providers in underserved communities. Technical assistance includes but is not limited to board, staff, and membership development activities through conferences, workshops, newsletters, publications and other organizational training. An underserved community is one in which individuals lack access to arts programs due to: geography, economic conditions, ethnic background, disability or age.

Funding is limited to project support for a distinct aspect of the organization's arts-related technical assistance activities, such as a conference, educational seminar, or a series of workshops or training sessions.

Grant amount

Statewide arts service organizations may request up to 50 percent of anticipated project expenses, or \$10,000, whichever is less. The minimum request for this category is \$1,000.

Notice of Intent to apply

The IAC requires any organization interested in applying to this grant program to submit a "Notice of Intent to Apply" form. This form can be found by clicking the link www.in.gov/arts/grants/egrantapps.html or typing it into your web browser. **The Notice of Intent to Apply form must be completed by 11:59 p.m. EST, February 1, 2005.** Late or faxed intent notices will not be accepted.

Application deadline

Electronic applications must be received by 11:59 p.m. EST on Tuesday, March 1, 2005. Electronic applications can be completed at www.in.gov/arts/grants/egrantapps.html. Hardcopy documentation must be received in the IAC office by 4:30 p.m. EST on Tuesday, March 1, 2005. Late or faxed applications will not be accepted.

Grant period

The grant period runs from July 1, 2005, to June 30, 2006. Proposed projects must begin and end during that time. There are no exceptions.

Match requirement

All applicants must provide a local match. In general, applicants must match IAC funds on a dollar-for-dollar basis. In some cases, the match may be a combination of cash and the value of necessary donated goods and services up to 50 percent of the required match amount.

Exceptions

1. State colleges' and universities must provide 100 percent cash match -- from documented non-state funds.
2. State agencies, other than colleges and universities, must provide two dollars for every one dollar from the IAC and provide 100 percent cash match -- from documented non-state funds.

Who may apply?

All applicant organizations must meet four general eligibility requirements in order to apply.

1. Must be either an Indiana public agency (part of city, county, or state government) OR a private, nonprofit, tax-exempt agency OR is a part of a larger Indiana public agency or tax-exempt nonprofit organization and has a separately identifiable organizational structure, governing body, and financial reporting system.
2. Nonprofit organizations must be incorporated in the state of Indiana at the time of application and have received recognition of tax-exempt status from the Internal Revenue Service (IRS).
3. Must be in good standing with the IAC and in compliance with all IAC requirements.
4. Must be Indiana-based and have an Indiana address. Nonprofit corporations that are based in another state must be registered in Indiana as a Foreign Corporation, have an Indiana address, and provide all IAC-funded arts activities in Indiana.

In addition to the general eligibility requirements, an organization applying in this category will have:

1. a primary mission to provide **arts-related technical assistance** to a membership or constituency;
2. a defined membership or specific constituency;
3. at least a two-year history of successful experience in planning and delivering the type of arts-related technical assistance services described in the application narrative;
4. a systematic process for determining the training and technical assistance needs of consumers and an annual evaluation of the effectiveness of the service;
5. an annual process for program planning and evaluation with input from the community to be served;
6. a governing body that is representative of the organization's service area;
7. operated for at least one year according to a strategic or long-range plan adopted by the governing body; and
8. a statewide presence, as demonstrated by a defined statewide service area, a marketing plan that addresses the entire area, and/or a statewide service provision.

Program restrictions

An organization may not apply for IAC-based funding from both the IAC and a Regional Arts Partner in the same fiscal year.

IAC-funding cannot be used for the following expenses:

1. cash reserves; deficit reduction, or deficit elimination;
2. events in private dwelling places or other locations not open to the general public;
3. consumable supplies and materials not directly related to the project;
4. capital acquisitions (purchase of artwork, etc.); capital expenditures; restoration, or new construction of buildings;
5. costs of receptions, food, or beverages;
6. travel outside the United States;
7. indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
8. activities not associated with arts programs and services;
9. projects to be delivered outside the state of Indiana;
10. project expenses outside the state fiscal year and grant period (July 1-June 30); and
11. activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity.

HOW TO COMPLETE AND SUBMIT AN APPLICATION

Getting started

Please read the entire guidelines, instructions, and application packet before beginning. All organizations planning to apply for FY 2006 Statewide Arts Service Organization funding must submit a Notice of Intent to Apply (via the new e-Grant system www.in.gov/arts/grants/egrantapps.html) .

All first-time applicants in this category must confer with Bobbie Garver at the IAC to confirm the organization's eligibility to submit an application in this category. Ms. Garver will contact you after we receive your Intent to Apply form or you can contact her at 317/232-1283 or bgarver@iac.in.gov.

REQUIRED SUBMISSIONS: to provide further information about your organization:

If you are a first-time applicant to the IAC, or if your organization has changed its legal name, or other changes have been made since these documents were last submitted to the IAC, you are required to submit a new copy with your application. You will submit **ONE COPY** of the following:

1. **Articles of Nonprofit Incorporation** -- If needed, request a duplicate copy from the Secretary of State's office at 317/232-6576. *(To be submitted in hardcopy form by 4:30 p.m. EST on Tuesday, March 1, 2005 at the IAC office.)*
2. **IRS Tax-exempt Status Letter** *(To be submitted in hardcopy form by 4:30 p.m. EST on Tuesday, March 1, 2005 at the IAC office.)*
3. **Current strategic or long-range plan** *(To be submitted in electronic form with the application via the e-Grant system.)*
4. **Annual Financial Statement** -- All applicants must provide an un-audited financial statement for the most recently completed fiscal year. This item is not the same as the audit mentioned above. A financial statement is a public document that indicates the financial status of your organization at the close of the fiscal year. It should reflect information for the entire fiscal year, including individually categorized income and expenses, and beginning and ending fund balances. It is most helpful when it compares actual income and expenses to either budgeted amounts for the same year or actual amounts for the previous year. Please submit this document electronically when you submit your FY2006 SWASO application. *(To be submitted in electronic form with the application via the e-Grant system.)*
5. **Job Description of the chief paid administrative staff person (i.e., executive director if this has changed since your last application was submitted to the IAC)** *(To be submitted in electronic form with the application via the e-Grant system.)*
6. **Membership or constituent list** -- Provide a listing of current members including their counties of residence. Membership must include persons from at least two IAC-designated regions. (See regional map.) *(To be submitted in electronic form with the application via the e-Grant system.)*

Completing the form on your computer

The application form must be submitted electronically to the IAC via the e-Grant system at www.in.gov/arts/grants/egrantapps.html . You may submit one page at a time. If you have problems utilizing these electronic applications, please contact the IAC either by phone or e-mail egrants@iac.in.gov for assistance.

General instructions for submitting your application packet

- Only e-Grant applications will be accepted. No hardcopy applications will be accepted.
- **Remember this application is for a project and not for organizational support.**
- Submit only the information requested. Including additional material will not enhance your chances of being funded and your application will not be reviewed.
- Keep a copy of the completed application for your own files. (Each page will be emailed to you upon submission.)

APPLICATION REVIEW PROCESS

Staff review of submitted applications

Applicants must provide complete information and support documents (as requested) to allow for a uniform review of the application.

Submit requested materials only. Please do not submit additional materials that have not been requested. Submitting extra materials can make your application ineligible.

After you have submitted your application to the IAC, staff will review your materials to ensure that all required information was submitted. .

Advisory panel review

The Indiana Arts Commission has established an advisory panel process to assist in its evaluation of grant applications. Panels appointed by the Arts Commission will be composed of Hoosiers who are knowledgeable in the arts, not-for-profit management, and/or community development. The IAC will strive to balance advisory panel composition with consideration to race, gender, regional representation, and special needs.

Advisory panels will be convened in the spring of 2005. Panel meetings are open to the public for observation and may be recorded. Applicants will be invited and are encouraged to attend. Applicants cannot lobby panelists on behalf of their applications before, during, or after the panel meeting.

How proposals are evaluated

The Panel will review all applications and evaluate how well each addresses the three review criteria (quality, community impact/public benefit, and management). A minimum of 70 points, out of a possible 100 points, is needed for an application to be considered for funding.

QUALITY (up to 30 points, or 30 percent of total score):

The proposed activities will be of the highest quality possible in relation to community standards, expectations, and resources, as indicated by the following:

- The goals and objectives of the proposed activities are clearly explained and are consistent with the organization's mission and long-range plans, and with IAC goals.
- The artistic goals and program design are consistent with the organization's resources.
- There appear to be a sufficient number of appropriate and qualified personnel (or independent contractors, including artists), paid or volunteer, to carry out the proposed activities.
- The audience has been clearly identified and estimated attendance figures appear reasonable in light of past efforts.

- Proposed program components and activities appear to be appropriate in light of project goals and audience. The project design contains and describes educational activities and outcomes.
- Participating artists, staff, community members and others have been/will be involved in planning, implementing, and evaluating the project activities.

COMMUNITY IMPACT/PUBLIC BENEFIT (up to 40 points, or 40 percent of total score)

The proposed activities will have a significant impact the community the organization serves, as indicated by the following:

- The organization's constituent base is clearly defined. The manner in which constituents were involved in assessing needs and program planning is clearly described. There was an appropriate level of constituent involvement and support.
- The plan for serving traditionally under-served populations in program development, implementation, and evaluation is clearly described and appears adequate.
- Appropriate promotional efforts will be made to inform the general public about activities, including strategies for reaching traditionally under-served populations.
- Proposed activities will be made accessible and marketed to persons with disabilities and other special needs.
- The proposed activities will contribute to long-term growth of the arts in the community.

MANAGEMENT (up to 30 points, or 30 percent of total score)

The organization delivering the proposed activities will be well managed, as indicated by the following:

- There is a person (paid or volunteer) assigned to manage the project/operation. The manager's qualifications have been clearly explained and appear adequate.
- The project timetable is clearly explained and provides sufficient detail to guide implementation.
- The process that will be used to evaluate the effectiveness of your activities is clearly described and measurable. Evaluation will include assessment of impact on the people served. Audience/participant feedback will be used as one component to evaluate project success in achieving its goals.
- There is evidence of a successful history of providing related arts activities.
- Estimated expenses and budget appear reasonable. Projected income will be proportionate and come from a variety of sources. There are adequate plans for long-term resource development and deficit reduction (where applicable).
- The applicant's governing body meets on a regular basis and represents the diversity of the applicant's geographic service area with respect to race/ethnicity, gender, age, special needs, and location of residence, etc.

Commission action

Following the panel meeting, IAC staff will use a Commission-approved funding formula that takes into consideration the panel's ratings and available funds to determine specific funding recommendations.

The Indiana Arts Commission will review and ratify all FY 2006 funding recommendations at its June 2005 business meeting. Commission meetings are open to the public for observation and may be recorded.

Reconsideration policy and appeal process

The reconsideration process is designed to review the method and fairness of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal.

Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

1. the panel or review team used criteria other than the criteria published in the grant guidelines; and/or
2. there was influence by an IAC staff person or IAC volunteer panelist having a conflict of interest; and/or
3. required information submitted by the applicant was withheld from consideration.

Applicants must send a formal letter to the IAC Executive Director stating the reason for reconsideration, based on one or more of the three points above, and evidence of the grounds for the appeal. The letter must be received in the IAC office within 30 days of notification of the IAC grant award in question.

An appeals committee, appointed by the IAC Chair, will review all requests for appeal and make recommendations to the full Commission at its next business meeting. All decisions of the Commission are final and may not be appealed further.

WHAT HAPPENS AFTER A GRANT IS AWARDED?

Notification of your grant award

All applicants will be notified in writing of grant decisions after the Commission meets and approves the grants (June 2005). Grantees will receive **via email** the award letter and other pertinent information. The Grant Agreement and other pertinent materials that must be completed, signed and returned to the IAC before a first payment can be processed will be sent **via regular mail**.

Acknowledgment and credit of public funding

Broad public visibility of the success of Indiana's artists and arts organizations is essential. By promoting yourself, your activity, and your state-funded grant, you are working to strengthen the role of the arts in Indiana. You are demonstrating to the community the impact of the arts and how the money legislators have allocated for the arts is being well spent.

One important way you can demonstrate the importance of public funding for the arts is to credit the Indiana Arts Commission and the National Endowment for the Arts in all publicity and printed materials associated with your funded activities. For recipients of an organizational support grant, this means all activities and programs of the organization. It is important that we have help from the arts organizations in the state as we work to promote and encourage the arts in Indiana.

All publicity or programs, electronic and printed, must contain the IAC logo and the following credit line:
Provided with support from the Indiana Arts Commission, a state agency, and the National Endowment for the Arts, a federal agency.

How to Use the IAC Logo and Credit line

There are ways to incorporate the credit language and logo into your publicity and informational materials. Including this information in as many places as possible helps your community understand the impact of public funding of the arts. Below are some specific requirements:

Promotional Materials

Grantees must credit the IAC and the NEA in printed materials (including newsletters, catalogs, brochures, announcements, invitations, and press releases), films and video tapes, electronic transmissions (including Internet sites), and non-written announcements (such as audio descriptions for people who are sight-impaired) regarding all activities for which Commission funds are used. Grantees receiving organizational support must credit the IAC and NEA in all promotional materials.

Programs

Grantees must credit the IAC and the NEA on the title page of printed programs, in a type size no smaller than 8-point. If the type size is smaller than 8-point both the NEA and the IAC logos need to appear. Also, list the Commission in the donor category most appropriate to the level of financial support your organization is receiving.

Performing arts organizations that receive less than \$50,000 in total IAC operating support funding in any fiscal year shall provide one-half page of advertising space in all season programs. The Indiana Arts Commission will provide camera-ready art with your award package.

Educational Materials

Grantees must credit the IAC and the NEA in all educational materials (including brochures, pamphlets, flyers, postcards, etc.) distributed in association with any IAC-funded program or exhibition. Grantees receiving organizational support must credit the IAC and NEA in all educational materials. Again if not using the credit logo, both the NEA and the IAC logos need to appear.

Web Sites

Organizations must use the IAC credit logo on the organization's web sites -- along with a hyperlink back to the IAC web site. It should be listed in a place appropriate to the web site's mapping, i.e. IAC credit logo on a sponsorship page with a hyperlink and/or IAC and NEA listed as additional resources with a hyperlink to both. For project support, the IAC credit logo must appear on the web page that corresponds to the IAC-funded project.

Advertising

Grantees must credit the IAC and the NEA in all project-related print (including billboards) and/or electronic advertising (including television and the Internet).

News Releases

News releases must credit the IAC and NEA support. A sample support statement could be: **The Indiana Arts Commission supported this project with funds from the State of Indiana and the National Endowment for the Arts.**

Promotional Appearances and Interviews

On television and radio appearances by your representative(s), verbally acknowledge, at least once during a broadcast, the support your organization received from the IAC and the NEA toward your project or overall operation. Also, you should acknowledge the IAC and NEA support in any newspaper, magazine, or on-line interviews about your organization's program(s).

Verbal Credit

When written credit is not applicable, such as when there is no printed program, give verbal credit prior to each performance or activity. If an announcement is not feasible, consider a sign in the lobby or activity space.

Grant Agreement

The Grant Agreement is your official contract with the Indiana Arts Commission. Read this document carefully as you will be responsible for meeting all the terms and conditions it contains. The Grant Agreement must be signed by the board chair, president, or executive director and returned to the IAC. Your signed Grant Agreement will be reviewed by three other state agencies – The Department of Administration, the Budget Agency, and the Attorney General's office. This is standard procedure and usually takes anywhere from one to two months to complete. When all state official signatures have been affixed to the document, a copy of the fully executed agreement will be sent to you. The original is kept on file at the Indiana Arts Commission. The IAC will not recognize any contractual obligation to an organization without a fully executed copy of the Grant Agreement on file.

Project Modification form

This form is to be used to notify the Indiana Arts Commission about any changes to your funded project. All organizations receiving IAC grants are required to complete this form at the time of grant notification (via the e-Grant system), and also whenever they are aware of any significant changes to the approved budget or scope of the project. This includes changes to the “who, what, where, when, why or how.” The Project Modification form must be submitted to the IAC and approved before the Grant Agreement is sent to the Department of Administration (see above). Grantees will be held accountable for delivering the type and level of service approved in this report, not the original application. The board chair, president, or executive director must sign this form.

First grant payment

The first payment of your grant will be for 90 percent of the total grant. The payment will be mailed to you after your Grant Agreement has been approved by all three state agencies. In general, it takes two months from the time you submit your correctly completed Grant Agreement until the IAC mails your first payment. We will do everything we can to keep this amount of time as short as possible.

Project changes and modifications

During the period of time covered by the Grant Agreement, you must give the IAC prior written notice of any major changes that may affect the funded project, such as significant changes in budget, personnel, dates, scope of activities, etc. The Project Modification form (located at www.in.gov/arts/grants/egrantapps.html) can be used for this purpose. Changes that significantly alter the scope of intention of the project will not be approved. You may be required to return all or a portion of your grant money to the IAC.

Final Grant Report

All SWASOs must submit a completed Final Grant Report via the e-Grant system (www.in.gov/arts/grants/egrantapps.html) one month following the grant's ending date or by **July 30, 2005**, whichever comes first. The deadline for submitting the final report will be identified in your Grant Agreement. You should read through the report before you begin your project so you will know the type of information you will be asked to supply at the end of your project.

Second grant payment

The second and final grant payment will be for 10 percent of your total award. The check will be mailed to you after your Final Grant Report has been reviewed and approved by the IAC.

Records retention

Grantees must provide access to any books, records, documents and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate all financial and program information reported to the IAC for a period of no fewer than three years.

Monitoring

The Indiana Arts Commission will monitor the arts programs and organizational activities funded through this category. You will be advised if your organization has been selected for a random field audit.

CONDITIONS AND REQUIREMENTS

Public Manifestation

There must be a public manifestation of all funded activities within the year they are supported. "Public manifestation" means the project must result in a product or activity that is available to the public.

"Available" means activities must be accessible to persons with special needs and open to the audience, participants, or public, either free or by reasonable admission or service charge.

Civil Rights

The Indiana Arts Commission complies with all state and federal laws and regulations concerning civil and human rights and must assure that programs, awards, and employment practices are free of any discrimination based on race, color, national origin, physical disability, religion, gender, or age.

Your signed grant application and Grant Agreement indicates that your organization understands and is in compliance with these laws:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Opportunity Act of 1972 (Public Law 92-261).
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) provides that no otherwise qualified handicapped individual in the United States, as defined in the law, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The term "handicapped individual" means "any person who (a) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment."

- Americans with Disabilities Act of 1990 which provides for nondiscrimination in public accommodation on the basis of disability.
- Title IX of the Education Amendments of 1972 which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.
- The Age Discrimination Act of 1975 which provides for nondiscrimination in federally assisted programs on the basis of age.

Drug-free workplace

The Drug Free Work Place Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the grantee's workplace or work site.

Fair Labor Standards

Applicants must follow Fair Labor Standards which provide that all professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or in part by this grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for people employed in similar activities.

No part of any project or production that is financed in whole or in part under this grant will be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in a project or production. Compliance with the safety and sanitary laws of the state in which the performance or part thereof is to take place shall be prima facie evidence of compliance.

Disclosure

All information provided on this application is disclosable under the Access to Public Records Act IC 5-14-3.

Applicant name:



WHAT TO SUBMIT - CHECKLIST

Notice of Interest to Apply deadline: Tuesday, February 1, 2005

Application deadline: Tuesday, March 1, 2005

Applicants must provide complete information on all forms, authorized signatures where indicated, assurances that the application is legally binding, and supporting materials (as requested) to allow for a uniform review.

Submit requested materials only. Please do not submit additional materials that have not been requested. Submitting additional information can make your application ineligible. Provide ONE copy of the following items, if applicable and should be submitted as specified.

HARDCOPY:

- ☐ 1. Articles of Incorporation or Enabling Legislation (1 copy) - This item must be submitted by first-time applicants or if it has been revised since last submitted to the IAC.
- ☐ 2. IRS Determination Letter of Tax Exempt Status (1 copy) - This item must be submitted by first-time applicants or if it has been revised since last submitted to the IAC.

Provide TWELVE copies of the following item and submit under separate cover

- ☐ 3. Printed promotional materials that illustrate the quality of related past programming (limit of three items with each of the 10 sets; all sets must be the same).

IN ELECTRONIC FORMAT VIA THE APPLICATION:

- ☐ 1. Current strategic or long-range plan (1 copy) - This item must be submitted by first-time applicants or if it has been revised since last submitted to the IAC.
- ☐ 2. Financial Statement for most recently completed year.
- ☐ 3. Job Description of the chief administrative staff person (i.e., executive director if it has changed since last submitted to the IAC).
- ☐ 4. Member or constituent list.
- ☐ 5. Budget line item detail.

GUIDELINES FOR IN-KIND INCOME AND EXPENSES

Contact your accountant or the IAC with questions regarding budgeting in-kind expenses and income. Because not-for-profit organizations often receive donated materials and services (“in-kind” contributions), special accounting guidelines have been established to deal with these items. **These guidelines should be followed when the applicant includes in-kind match in the proposed budget.**

- Donated MATERIALS of significance should be reported at their fair market value if the recipient organization has an objective, measurable basis for assigning value. (Usually the value is assigned by the donor.)
- Donated SERVICES of significance should be reported if: 1) they are a normal part of a project and would be otherwise performed by paid personnel; 2) the organization exercises control over the duties of the donor; and 3) there is a measurable basis for assigning a value to the service being donated.
- The following **CANNOT** be claimed as in-kind services: 1) Services designed to be provided by volunteers; 2) Periodic volunteer services for fund raising; 3) Professional personnel engaged in research or training activities without pay or with a nominal allowance; and 4) The value of time donated by the organization's board of directors and board committee members in carrying out governance activities.
- In-kind donations of materials and services must be able to be audited with a written record of each contribution. The written record should include: organization name, donor name and signature, date, description of the donated item or service, the value of the donated item or service (as assigned by the donor) and the signature of the person receiving the donation on behalf of the organization. Grantees using in-kind as a portion of match will be required to submit documentation with their final grant reports.

SAMPLE BUDGET WITH REQUIRED LINE ITEM DETAIL

This budget line item detail was prepared with sufficient information for the reader to understand how costs were determined and what are the expected sources of funding (in addition to the IAC grant).

In order to evaluate your request for IAC support, the IAC staff and advisory panelists need complete information about projected costs and revenue sources. **Applications without the level of detail shown in this sample will be ruled ineligible and returned to the applicant for revision.**

Project Name: Annual Conference

Projected Expenses	Column A Cash	Column B In-Kind	Column C TOTAL (A+B)
1. Personnel/Administrative	\$3,000	\$2,000	\$5,000
2. Personnel/Artistic	0	0	0
3. Personnel/Technical/Production	0	0	0
4. Outside Artistic Fees and Services	0	0	0
5. Outside Other Fees and Services – Speaker Fees	3,000	0	3,000
6. Space Rental			
Conference Center 2 days @ \$500 per day	0	\$1,000	1,000
7. Travel/Transportation			
Air fare 2 round trips @ \$300	600	0	600
Ground Transportation to and from Airport			
4 @ \$12	48	0	48
Hotel 3 nights @ \$100 x 2	600	0	600
Per Diem 3 days @ \$30 x 2	180	0	180
8. Marketing/Promotional	1,500	1,000	2,500
9. Remaining Operating Expenses			
Telephone	250	0	250
Postage	750	0	750
10. Capital Expenditures—Acquisitions	0	0	0
11. Capital Expenditures—Other	0	0	0
12. Total Projected Cash Expenses (A1 – A11)	\$9,928		
13. Total Projected In-kind Expenses (B1 – B11)		\$4,000	
14. TOTAL PROJECTED EXPENSES (C1 – C11)			\$13,928
Projected Income	Cash/Inkind		
15. Admission	\$2,500		
16. Contracted Services Revenue	0		
17. Other Revenue	0		
18. Corporate Support	1,500		
19. Foundation Support	0		
20. Other Private Support	0		
21. Government Support – Federal	0		
22. Government Support – Regional	0		
23. Government Support – Local	750		
24. Other Applicant Cash	178		
25. Total Non-IAC Cash Income (15 – 24)	4,928		
26. IAC REQUEST	5,000		
27. Total Cash Projected Income (25 + 26)	9,928		
28. Total Projected In-kind Income (same as 13)	4,000		
29. TOTAL PROJECTED INCOME (27 + 28)	\$13,928		

ACCESSIBILITY SELF-ASSESSMENT CHECKLIST

The Indiana Arts Commission has adopted this Checklist as an informal guide for applicant organizations. This Checklist is neither a determination of your legal rights or responsibilities under the Americans with Disabilities Act; the 1973 Rehabilitation Act, Section 504; nor binding upon any agency with enforcement responsibility under the ADA.

FACILITY ACCESS: Answer questions 1 through 7 about the physical accessibility of each facility or site used for programs by your organization. Indicate accessibility by answering *yes* or *no* in response to each question and checking *yes*, *no*, or *n/a* for each accommodation in relation to the question.

YES Physical feature exists.

NO Physical feature does not exist but should.

N/A Physical feature does not exist and is not needed (i.e., A single-level, ground-floor facility would not need an elevator).

1. Is the entry way accessible to people with mobility impairments (patrons who use wheelchairs, crutches, or walkers or who are unsteady)? ____ Yes ____ No.

	YES	NO	N/A
Ramps/Lifts	_____	_____	_____
Hand Railings on Ramps	_____	_____	_____
Steps	_____	_____	_____
Hand Railings on Steps	_____	_____	_____
Doors Open Easily/Automatically	_____	_____	_____

2. Is the entry easily accessible to people with visual impairment (i.e., low vision, blind)?

____ Yes ____ No.

Large-Print Signage	_____	_____	_____
Well-Lighted	_____	_____	_____

3. Is the entry way accessible to people with hearing impairments (i.e., hard of hearing, deaf)?

____ Yes ____ No.

Buzzer Door	_____	_____	_____
If Yes, Is There a Visual Entry Code (i.e., Flashing Light)?	_____	_____	_____

4. Is patron parking available? ____ Yes ____ No.

Designated "Handicapped Parking"	_____	_____	_____
Clear Passage to Entry (i.e., for Wheelchair Users)	_____	_____	_____

5. Is the interior space accessible to people with mobility impairments? ____ Yes ____ No.

Ramp	_____	_____	_____
Hand Railings on Ramps	_____	_____	_____
Steps	_____	_____	_____
Hand Railings on Steps	_____	_____	_____
Firm, Smooth Surfaces	_____	_____	_____
Doors Open Easily	_____	_____	_____
Elevators	_____	_____	_____
Chair Lifts	_____	_____	_____
Accessible Restrooms	_____	_____	_____
Designated Wheelchair Seating	_____	_____	_____

6. Is the interior space accessible to people with visual impairments? ____ Yes ____ No.

	YES	NO	N/A
Large Print Signage	_____	_____	_____
Braille Signage	_____	_____	_____
Braille Marked Elevator Buttons	_____	_____	_____
Raised Letter Signage	_____	_____	_____
Free of Hazardous Overhangs and Protruding Objects	_____	_____	_____
Clearly Marked Abrupt Changes in Levels	_____	_____	_____

7. Is interior accessible to people with hearing impairments? ____ Yes ____ No.

	YES	NO	N/A
Visual Emergency Alarm System	_____	_____	_____

ACCESS TO ORGANIZATIONS PROGRAMS:

Answer each question 8. through 10. as it relates to programmatic accessibility.

YES	Program offers adaptation routinely or upon request.
NO	Program does not offer adaptation but should.
N/A	Program does not offer adaptation and it is not needed (i.e., A symphony concert probably would not require audio description.)

8. Does the organization use the following to make its programs accessible to people with visual impairments?

____ Yes ____ No.

Large Print Materials	_____	_____	_____
Large Print Labeling	_____	_____	_____
Braille Materials	_____	_____	_____
Taped Materials	_____	_____	_____
Audio Description	_____	_____	_____

9. Does the organization use the following to make its programs accessible to people with hearing impairments?

____ Yes ____ No.

Assisted Listening Devices--	_____	_____	_____
Infrared	_____	_____	_____
Audio Loop	_____	_____	_____
FM System	_____	_____	_____
Sign Interpreters	_____	_____	_____
Oral Interpreters	_____	_____	_____
Script and Text of Verbal Presentations	_____	_____	_____
Captioned Audio Visual Materials	_____	_____	_____
TDD/TTY (Telecommunications Device for the Deaf)	_____	_____	_____

10. Does the organization publicize its accessibility? ____ Yes ____ No.

By Telephone	_____	_____	_____
By TDD/TTY	_____	_____	_____
In Large Print	_____	_____	_____
In Braille	_____	_____	_____
On Audio Cassette Tape	_____	_____	_____